		RECORDS MANAGEMENT DIVISION	
	ee Publication No. 76—RM—1 for instructions on completing to ives and History, Records Management Division, 330 Capito 880331-01		
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date	Ga. State Merit System of Personnel Admin	Application Number 79-102-A	
03/17/88 Application Number	Applicant Services Division 200 Piedmont Avenue, Room 418-West Tower		
opication remost	Atlanta, Georgia 30334		
		MAR 3 1 1988   MAY 2 5 1988	
2. Person to Contact	Working Title	Telephone Number	
Marcelline D. Warrer	Office Supervisor	656-2728	
b. Dispose of present	n Schedule; record will continue to accumulate.  accumulation; no further accumulation anticipated.  n No	ede; 🔲 Void	
I. Dates of Series	5. Records Series Title (followed by title used in office; if d		
Earliest Latest  11/86   Current	Employment Examination Performance Test	Papers File (Typing & Rate of Work)	
3. Division and Office Functi	ion What is the function of the Division and the Office in		
	s. and notifying applicants		
	s, and notifying applicants.	and the second of the second o	
	s, and notifying applicants.	in the section of th	
	s, and notifying applicants.	yeπæ© 🗗 - 🦠	
tests, grading exams	This file contains the following documents (include form n	POSTEDY.	
tests, grading exams		numbers and titles, if any):	
Proceed Series Description  Documents relating to:  Included are:	This file contains the following documents (include form no Attach samples of the file.  Administering written and performance exami	numbers and titles, if any):  nations for Merit System job ment purposes.	
7. Record Series Description Documents relating to: Included are:	This file contains the following documents (include form not Attach samples of the file.  Administering written and performance examical classification for State of Georgia employments Performance test papers (Typing & Rate of Wadd sheets, and documents used for grading to	numbers and titles, if any): inations for Merit System job ment purposes.  Nork), manually graded test	
Record Series Description  Documents relating to:  Included are:	This file contains the following documents (include form not Attach samples of the file.  Administering written and performance examical classification for State of Georgia employments Performance test papers (Typing & Rate of Wadd sheets, and documents used for grading to	numbers and titles, if any):  nations for Merit System job ment purposes.	
. Record Series Description  Documents relating to:  Included are:	This file contains the following documents (include form not Attach samples of the file.  Administering written and performance examical classification for State of Georgia employments Performance test papers (Typing & Rate of Wadd sheets, and documents used for grading to	numbers and titles, if any):  nations for Merit System job ment purposes.	
7. Record Series Description Documents relating to: Included are:	This file contains the following documents (include form not Attach samples of the file.  Administering written and performance examical classification for State of Georgia employments Performance test papers (Typing & Rate of Wadd sheets, and documents used for grading to	numbers and titles, if any):  nations for Merit System job ment purposes.	
7. Record Series Description Documents relating to: Included are:	This file contains the following documents (include form not Attach samples of the file.  Administering written and performance examical classification for State of Georgia employments Performance test papers (Typing & Rate of Wadd sheets, and documents used for grading to	numbers and titles, if any):  Inations for Merit System job ment purposes.  Work), manually graded test test variations (no form names	
7. Record Series Description Documents relating to: Included are: File is arranged:	This file contains the following documents (include form in Attach samples of the file.  Administering written and performance exami classification for State of Georgia employments are records referred to which are:	numbers and titles, if any):  Inations for Merit System job ment purposes.  Nork), manually graded test test variations (no form names	
7. Record Series Description  Documents relating to:  Included are:	This file contains the following documents (include form in Attach samples of the file.  Administering written and performance examiclassification for State of Georgia employments are records referred to which are:  This file contains the following documents (include form in Attach samples of the file.  Administering written and performance examical examical examical examples of Georgia employments of Attach semployments of Attach samples of Walter and Attach samples of Georgia employments of Georgia employments of Walter and Attach samples of Georgia employments of Walter and State of Georgia employments of Walter and State of Georgia employments of Walter and State of Georgia employments of Georgia employments of Walter and Georgia employments of Walter and Georgia employments of Georgia employments of Georgia employments of Walter and Georgia employme	numbers and titles, if any):  nations for Merit System job ment purposes.  Nork), manually graded test test variations (no form names  to twenty-four months old 0?	
P. Record Series Description Documents relating to: Included are:  Monthly Reference Rate One to six months old	This file contains the following documents linclude form in Attach samples of the file.  Administering written and performance exami classification for State of Georgia employments and select papers (Typing & Rate of Wadd sheets, and documents used for grading to numbers).  Chronologically by date test results entered to which are:  How often are records referred to which are:  Seven to twelve months old	numbers and titles, if any):  nations for Merit System job ment purposes.  Nork), manually graded test test variations (no form names  to twenty-four months old 0?	
7. Record Series Description Documents relating to: Included are:  8. Monthly Reference Rate One to six months old twenty-five months and old O. Annual Rate of Accumulations	This file contains the following documents linclude form in Attach samples of the file.  Administering written and performance examiclassification for State of Georgia employments are records referred to which are:  The seven to twelve months old 15 Thirteen are records.	numbers and titles, if any):  nations for Merit System job ment purposes.  Nork), manually graded test test variations (no form names  to twenty-four months old	

X If not, where	is it?						
χ b. Does the serie	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation,						
X c. Is this a vital	record?			1			
X d. Does this seri	es have historica	l or long term rese	earch value?	i			
I I I	•	;	necessary to keep the entire file for a long period, could	these			
	scheduled sepa		published? If yes, attach copy.				
T			analyzed and/or recorded in a summarized report?				
X If yes, attach	CODY.	·					
		aries in your offic	e, or in another office or agency?				
X la chia casina /	las a maior anni	on of it) regularly	microfilmed?	<u> </u>			
X   Does the reco	ord series result i	n a computer prin	tout? Info. results in Lists of Eligible	s & various			
11. Retention Requirements		e following requir	res the series to be kept: GEMS rep	orts.			
a. State Law	· · · · — <u>- · · · · · · · · · · · · · · · · · · </u>	Years.	d, Audit period				
b. Statute of limitation		years.	2	years.			
c. Federal law		years.	f. Federal retention instructions2	Years.			
Attach copy or excert of  29 C.F.R. 1602.	31 (State a	nd Local Gove	ernments) - 2 years  ends that the file series be cut off at the end of each:				
图 Hold in the current fill Transfer to local hold A公文 Transfer to State Reco A公文 Destroy. □ Transfer to State Arch	es area 12 ing area; hold ords Center; hold	_month(s)year(s)		1_then, 658 1/21/3-8			
		-		•			
brought General,	by the Equa	1 Employment	mination has been filed, or an action Opportunity Commission or the Attorney tained until final disposition of the	<b>/</b> <u>.</u>			
			1				
		•					
				•			
These instructions apply	to all prior and fi	uture accumulațio	ons of the series.				
Agency Head/Designee (Signal	ture)	Date	Records Management Officer (Signature)	Date			
Thul 5 M		2/28/88	en four gall	3/11/00			
880331-01		9/20/00	The second secon	17/27/10			
Recommendations in para-			State Records Committee (Signature)	Date			
graph 12 are approved.	State Audi	itor/Designee	-Total man	5-4-88			
(If disapproved, attach letter of explanation.)		State/Designee	Edward Weldon	5/2/85			
79-102-A.	"Attorney Ga	neral/Designee	I had there to	12 124			
AR-50-71; Rev. 76			everse Side)	2/- 700			



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Ga. State Merit System of Personnel Admin Application Number Applicant Services Division-Room 572 244 Washington Street, S.W. Date Completed Application Number Date Received Atlanta, Georgia 30334 MAY 1 7 1979 MAY 3 0 1979 2. Person to Contact Telephone Number **Working Title** 656-2728 Carolyn Smith Office Supervisor 3. Action Requested a. 

Establish Retention Schedule; récord will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. 15k Amend Application No. 378 Check One: 15k Change; Supercede; Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest Employment Examination Performance Test Papers File (Typing Exams) July 1977 | Present 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Applicant Services Division is responsible for examining applicants for positions to determine eligibility for employment, including scheduling examinations, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, and notifying applicants. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: taking a typing examination for a Merit System Job Class. Included are: Performance Test Papers (actual typing exam). File is arranged: chronologically by date test results entered into computer system, thereunder alphabetically by applicants surname. How often are records referred to which are: 8. Monthly Reference Rate 3 ; Thirteen to twenty-four months old \_\_\_\_ One to six months old \_\_\_ ; Seven to twelve months old \_\_\_\_\_ twenty-five months and older\_ 9. Annual Rate of Accumulation of Records 10 cu. ft. \_\_\_\_\_; Shelves \_\_\_\_\_\_; Other (specify) \_\_\_\_\_\_ Letter-size drawers \_\_\_\_\_; Legal-size drawers \_

YES	NO	10. Questionnaire (Place an "X" in the proper column)	
		a. Is this the official copy of the series?	
X	-	If not, where is it?	
х	<u> </u>	b. Does the series contain confidential information requiring security handling? If yes, cite las Ga. Code 40-2703	w or regulation.
	X	c. Is this a vital record?	
	x	d. Does this series have historical or long term research value?	
	Х	e. When one or two documents in the file make it necessary to keep the entire file for a long p documents be scheduled separately?	eriod, could these
	х	f. Is the information contained in this series ever published? If yes, attach copy.	To. Silver
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized re	
	х	If yes, attach copy.	protes
	x	h. Is there a duplication of this series in your office, or in another office or agency?  If yes, where?	
	x	i. Is this series (or a major portion of it) regularly microfilmed?	
X		i. Does the record series result in a computer printout? Info results in List of I	Eligibles & various
11.	Retent	The following requires the series to be kept:	GEMS reports.
	_		•
		ate Lawyears. d. Audit period	years.
		atute of limitationyears. e. Administrative need	2 years.
_	c. Fed	ederal lawyears. f. Federal retention instructions	years.
	Attach	h copy or excerpt of laws or regulations. Explain administrative need.	
			:
		29 C.F.R. 1602.31 (State and Local Governments) - 2 years	
		25 C.F.R. 1002.31 (State and Local Governments) - 2 years	
12	Annea	oved Disposition Instructions This agency recommends that the file series be cut off at the end	of each:
14.	WOOLA		
İ		☐ Calendar Year; ☐ Fiscal Year; ☼ Other Z months	then,
		old in the current files areamonth(s)year(s); then	
		ransfer to local holding area, holdyear(s); then	
	<b>™</b> Tra	ransfer to State Records Center; hold <u>22</u> **********************************	
	kk De	estroy.	·
	☐ Tra	ransfer to State Archives for permanent retention.	
	□ Oti	ther (Specify)	· ·
, .			
	• •		
		NOTE: In the event a charge of discrimination has been filed, or	
	•	brought by the Equal Employment Opportunity Commission or t	
		General, this record must be retained until final disposit:	ion of the
ı		charge or action.	
			•
			•
		•	·
	These	n instrucción na analy, en all major and fuerra analymications of cha sorias	
		e instructions apply to all prior and future accumulations of the series.	
		e instructions apply to all prior and ruture accumulations of the series.	
Age			
		e instructions apply to all prior and ruture accumulations of the series.  ead/Designee (Signature) Date Records Management Officer (Signature)	Date
_/			Date
			Date 5/15/79
		ead/Designee (Signature)  Date Records Management Officer (Signature)  S/14/19 Sea Duckles	0 5/15/79
	ncy He	ead/Designee (Signature)  Date Records Management Officer (Signature)  State Records Committee (Signature)	0 5/15/79
Rec	ncy He	ead/Designee (Signature)  Date Records Management Officer (Signature)  State Records Committee (Signature)  State Records Committee (Signature)	0 5/15/79
Rec	commen	ead/Designee (Signature)  Date Records Management Officer (Signature)  State Records Committee (Signature)  State Auditor/Designee	0 5/15/79
Rec grap (If o	commercial 12 and disappropriate	ead/Designee (Signature)  Date Records Management Officer (Signature)  State Records Committee (Signature)  State Records Committee (Signature)  State Auditor/Designee	Date 5-4-79
Rec grap (If of	commendate of 12 and 12	ead/Designee (Signature)  Date Records Management Officer (Signature)  State Records Committee (Signature)  State Records Committee (Signature)  State Auditor/Designee  State Auditor/Designee  Secretary of State/Designee	Date 5-4-79
Rec grap (If of	commendate of 12 and 12	ead/Designee (Signature)  Date Records Management Officer (Signature)  State Records Committee (Signature)  State Records Committee (Signature)  State Auditor/Designee  State Auditor/Designee  Secretary of State/Designee	Date 5-4-79
Rec grap (If of	commendo disappro	ead/Designee (Signature)  Date Records Management Officer (Signature)  State Records Committee (Signature)  State Records Committee (Signature)  State Auditor/Designee	Date 5-4-79